

Accessing Citibank® Online Statements

Welcome to the Citibank Online Statements system. This application will allow you to view your statements through the Internet. No more waiting for paper statements to arrive! This easy-to-learn tool provides everything you need to view your statement, print them out, and even download the statement data to spreadsheets, such as Microsoft Excel®. This document will guide you through the steps of registering and accessing the system.

Type in the URL <https://www.onlinestatements.cards.citidirect.com>

First time users:

- Click **Sign up** to register for the first time (see tips, below)
- Follow the instructions to activate your user ID. Be sure to enter the information precisely as it appears on your most recent paper statement

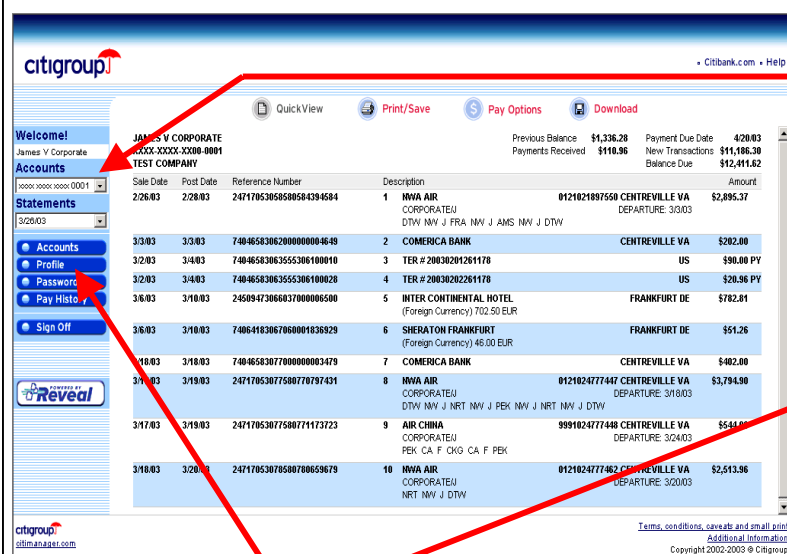
Returning users:

- Enter your chosen User Name and Password
- Click **Sign On**

Important Tips

- Having a copy of your most recent paper statement will be helpful when using the Sign Up feature. All information requested on the Sign Up page will need to be entered **exactly** as it appears on the paper statement or as it was defined at the time your card account was established.

When selecting a password, keep in mind that Citibank requires passwords to be at least 6 characters (both letters and numbers), and must have at least 1 upper case letter.

Sale Date	Post Date	Reference Number	Description	Amount
2/26/03	2/28/03	24717053058508504394584	1 NWA AIR CORPORATEJ DTW NW J FRA NW J AMS NW J DTW	\$2,895.37
3/3/03	3/3/03	74046583062000000004649	2 COMERICA BANK CENTREVILLE VA	\$202.00
3/2/03	3/4/03	7404658306355306100010	3 TER # 20030201261178 US	\$90.00 PY
3/2/03	3/4/03	7404658306355306100020	4 TER # 20030202261178 US	\$20.96 PY
3/6/03	3/10/03	24509473066037000005500	5 INTER CONTINENTAL HOTEL (Foreign Currency) 702.50 EUR	\$782.81
3/6/03	3/10/03	74064183067060001836929	6 SHERATON FRANKFURT (Foreign Currency) 46.00 EUR	\$51.26
3/10/03	3/10/03	74046583077000000003479	7 COMERICA BANK CENTREVILLE VA	\$402.00
3/1/03	3/19/03	24717053077500770797431	8 NWA AIR CORPORATEJ DTW NW J NRT NW J PEK NW J DTW	\$3,794.90
3/17/03	3/19/03	24717053077500771173723	9 AIR CHINA CORPORATEJ PEK CA F CKG CA F PEK	\$544.00
3/18/03	3/20/03	24717053078500700059679	10 NWA AIR CORPORATEJ NRT NW J DTW	\$2,513.96

How to get around in Citibank® Online Statements

Accounts

XXXX XXXX XXXX 6587

When user has access to more than one account, they should select which account's statement they wish to view. Most users will have only one account and will not need to select from the drop-down.

Statements

2/27/04

From this drop-down the user can select the desired statement cycle. The system will collect and make available the last 12 months of statement activity.

Accounts

Allows user to remove or deactivate their user ID association with a specific account or grant access to their statement to an alternate user.

Profile

Allows user to update their email address, user ID or verification information in their user profile.

Password

Allows user to change their password at will. Every user should change their password periodically or any time they feel it has been compromised.

Pay History

Displays electronic payment requests initiated through Online Statements (Individually billed travel only).

Sign Off

Log out

Provides the display of the most recent statement.

 Quick View Download

Pay Options

citigroup
citimanager.com

Welcome, James V Corporate

Accounts
10000 10000 0000 0001

Statements
3/28/03

Accounts
Profile
Password
Pay History
Sign Off

James V Corporate
XXXXX-XXXX-XXXX-0001
TEST COMPANY

Quick View **Print/Save** **Pay Options** **Download**

Date	Post Date	Reference Number	Description	Previous Balance	Payments Received	Payment Due Date	Amount
2/28/03	2/28/03	24717853089580504394584	1 MVA AIR CORPORATEJ DTW NM J FRA NM J AMS NM J DTW	\$1,338.28	\$118.96	New Transactions Balance Due	\$11,186.38 \$12,411.62
3/3/03	3/3/03	74046583062000000004649	2 COMERICA BANK			CENTREVILLE VA	\$262.00
3/2/03	3/4/03	74046583063555308100010	3 TER >28030291261178			US	\$90.00 PY
3/2/03	3/4/03	74046583063555308100028	4 TER >28030282261178			US	\$20.56 PY
3/6/03	3/10/03	24569473066037000000650	5 INTERCONTINENTAL HOTEL (Foreign Currency) 702.50 EUR			FRANKFURT DE	\$782.81
3/6/03	3/10/03	74064183067060001836293	6 SHERATON FRANKFURT (Foreign Currency) 46.00 EUR			FRANKFURT DE	\$51.26
3/18/03	3/18/03	74046583077000000003478	7 COMERICA BANK			CENTREVILLE VA	\$402.00
3/17/03	3/19/03	24717853077580770797431	8 MVA AIR CORPORATEJ DTW NM J NRT NM J J PEK NM J DTW	\$1,338.28	\$118.96	New Transactions Balance Due	\$11,186.38 \$12,411.62
3/17/03	3/19/03	24717853077580771173723	9 AIR CHINA CORPORATEJ PEK CA F CWG CA F PEK			CENTREVILLE VA	\$544.00
3/18/03	3/20/03	24717853078580780659679	10 MVA AIR CORPORATEJ NRT NM J DTW	\$1,338.28	\$118.96	New Transactions Balance Due	\$11,186.38 \$12,411.62

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[Terms, conditions, security and e-mail](#)

Additional Information
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Using the Print function will generate a PDF file with a formatted cardholder statement. This PDF file can be viewed and printed at the user's local printer or can be saved on the user's computer.

[illegible]

Downloading a statement allows the user to select the type of spreadsheet or text format, save the file to the user's computer and retain the data or re-format it to meet a variety of needs.

[Download Statement](#)

You have the capability to download your statement to a format that is compatible with most popular spreadsheet applications. Select a spreadsheet format option below and press continue.

- ☒ Excel
- ☐ Comma-delimited (CSV)

Download

Done



NEW! For Individually Billed Travel cardholders

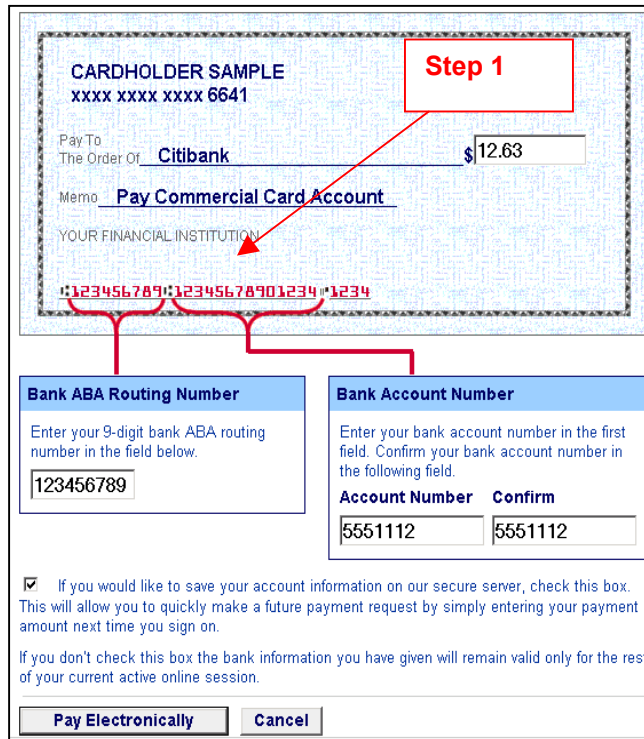
Cardholders may initiate a request for an electronic payment to be made to their Citibank Individually Billed Travel Account in 3 easy steps.

Step 1 The user is prompted to provide their bank ABA Routing number and account number using an image of check.

Step 2 The user designates the dollar amount of the payment.

Step 3 The user authorizes Citibank to initiate a debit to the designated checking account and apply a payment credit to the credit card account of the user.

At the cardholder's discretion, Citibank can 'save' the bank account information for the next payment request and **Step 1** is eliminated for future payments.



CARDHOLDER SAMPLE
xxxx xxxx xxxx 6641

Pay To: Citibank \$12.63

Memo: Pay Commercial Card Account

YOUR FINANCIAL INSTITUTION

123456789 12345678901234 1234

Bank ABA Routing Number
Enter your 9-digit bank ABA routing number in the field below.
123456789

Bank Account Number
Enter your bank account number in the first field. Confirm your bank account number in the following field.
Account Number: 5551112 Confirm: 5551112

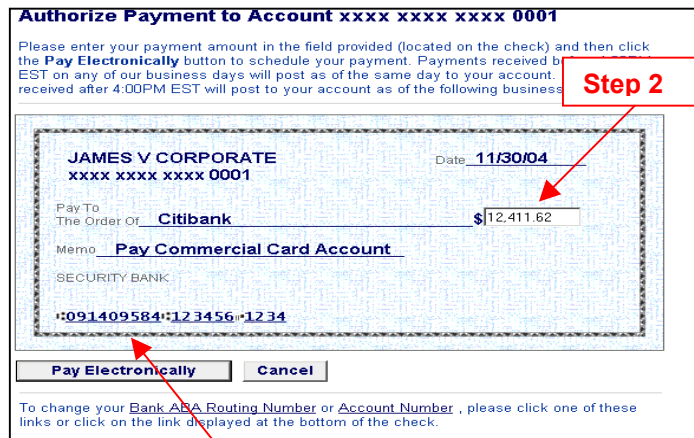
☒ If you would like to save your account information on our secure server, check this box. This will allow you to quickly make a future payment request by simply entering your payment amount next time you sign on.
If you don't check this box the bank information you have given will remain valid only for the rest of your current active online session.

Pay Electronically **Cancel**

Payments made by 4:00 p.m. ET will be credited to the Citibank credit card account the following day.

Pay History

Cardholders can review a record of their electronic payment requests



Authorize Payment to Account xxxx xxxx xxxx 0001

Please enter your payment amount in the field provided (located on the check) and then click the **Pay Electronically** button to schedule your payment. Payments received by EST on any of our business days will post as of the same day to your account. Payments received after 4:00PM EST will post to your account as of the following business day.

JAMES V CORPORATE
xxxx xxxx xxxx 0001

Date: 11/30/04

Pay To: Citibank \$12,411.62

Memo: Pay Commercial Card Account

SECURITY BANK

091409584 123456 1234

Pay Electronically **Cancel**

To change your **Bank ABA Routing Number** or **Account Number**, please click one of these links or click on the link displayed at the bottom of the check.